



## City of Austin - JOB DESCRIPTION



### AWU Certification Trainer Sr.

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	19431	<b>Salary Grade:</b>	WG5
<b>Approved:</b>	June 12, 2013	<b>Last Revised:</b>	August 26, 2013

#### Purpose:

Responsible for developing, delivering and assessing instructional programs related to water and wastewater licenses in the assigned area of expertise.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develop, administer and maintain comprehensive instructional programs in areas of water and wastewater specialization
2. Identify and assess instructional needs for water and wastewater employees.
3. Evaluate instructional programs and materials for effectiveness
4. Interpret and explain Federal, State and City policies, procedures, codes, specifications and ordinances in area of expertise
5. Develop materials and training aids including lesson plans, presentations, handouts, visual aids, demonstration props, tests and other course materials.
6. Coordinate class schedule, maintain attendance records, prepare course certificates, and submit attendance information in accordance with TCEQ requirements.
7. Determine appropriate instructional methods for the course materials and the audience.
8. Coordinate and provide advice to management regarding water and wastewater area of specialization.

#### Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, evaluation, training, and guidance to others.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of principles, practices, methods and procedures of curriculum, course development and evaluation
- Knowledge of water/wastewater area of specialization
- Knowledge of Departmental and OSHA regulations
- Knowledge of related codes and standards
- Knowledge of human group behavior, learning and motivation
- Knowledge of curriculum and instructional systems design methods for individuals and groups
- Knowledge of federal, state and city practice, policy, and procedure
- Skill in effective oral and written communication
- Skill in handling multiple tasks and prioritizing
- Skill in quickly identifying and handling conflict and uncertain situations.
- Skill in data analysis and problem solving
- Skill in operating multimedia equipment, office equipment, computers and supportive software
- Ability to work with frequent interruptions and changes in priorities.
- Ability to research and evaluate educational resources, materials, programs and assessment tools
- Ability to maintain detailed and accurate educational records
- Ability to implement instructional programs
- Ability to mentor and counsel Utility employees for licensing achievement and career development
- Ability to establish and maintain effective communication and working relationships with city employees and the public.

#### Minimum Qualifications:

H.S. Diploma or GED equivalent, plus five (5) years related experience to include three (3) years of classroom delivery experience.

#### Licenses and Certifications Required:

- Valid Texas Class C Driver's License
- One of the following licenses issued by Texas Commission on Environmental Quality (TCEQ) is required (reciprocity for other states may be available)
  - Class B Surface Water,
  - Class B Wastewater,
  - Class B Distribution, or
  - Class III Collections license I(reciprocity for other states may be available)
- Certified through TCEQ as an approved instructor for water and wastewater licensing courses in accordance with RG-373.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.